



## Yarmouth Management

309 7<sup>th</sup> Street SE  
Washington, DC 20003  
(202) 547-3511 – Fax (202) 547-9361  
Rent@YarmouthM.com – www.YarmouthM.com

### Procedures for Temporary Short-Term Replacement

You have permission to add someone to your lease for a period of two to three months while you are out of the area. However, we do need to have you fill out the form below. It is important for us to know who is in a property at all times in case repairs need to be made.

**Tenant name:** \_\_\_\_\_

Current address: \_\_\_\_\_

Temporary Address: \_\_\_\_\_

Phone–Cell: \_\_\_\_\_ Work: \_\_\_\_\_

Email: \_\_\_\_\_

Date of departure: \_\_\_\_\_ Date of return: \_\_\_\_\_

**Replacement name:** \_\_\_\_\_

Beginning date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

Phone–Cell: \_\_\_\_\_ Work: \_\_\_\_\_

Email address: \_\_\_\_\_

*I have read the lease and will meet its terms and conditions.*

**Replacement tenant signature:** \_\_\_\_\_

Date: \_\_\_\_\_

I understand that I, the current tenant, will continue to be responsible for the rent, utilities, and all other terms of the lease during this temporary sublease, and that this temporary arrangement cannot become permanent without complying with all requirements in the lease for Assignment or Early Conclusion of the Lease.

**Signature of Current Tenant:** \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
For Yarmouth Management

## **Process for replacement on the lease for a short term**

If you anticipate leaving a lease for a short period of time, such as for a summer internship, you may replace yourself. However, during this period you will still be responsible for your portion of the rent and utilities. We need to know who will be residing at the property during your absence in case of maintenance requests and for emergencies. We also need to have you fill out information for your temporary location and contact. Finally, we need to have you sign that you understand you will remain responsible for the rent and utilities during this period when you are away from the property. The short term replacement form is available at [www.yarmouthm.com/assets/temporary-replacement-procedures-2019.pdf](http://www.yarmouthm.com/assets/temporary-replacement-procedures-2019.pdf) or you may fill out the form on the opposite side of this paper. Please read it carefully, fill out the whole form, and give us a call if you have any questions. You may fax it to us, email it, or mail it in, whichever is easier for you.

We will also need to have an application from the replacement person so that we know who is at the property. It can be accessed at [www.yarmouthm.com/listings/](http://www.yarmouthm.com/listings/). Here is how it can be done: The replacement person will need to fill the application form out completely, include all phone numbers, and be sure to sign and date it. If the temporary person is faxing or scanning and emailing it in, please include a copy of a picture ID. A copy of a couple of pay stubs or an offer letter will help to speed up the process. We need to have the \$20 application fee before we can begin processing the application. It can be paid in cash, with a check, or by going to [www.PayPal.com](http://www.PayPal.com), then go to “send money” and pay using the email link of [Applications@yarmouthm.com](mailto:Applications@yarmouthm.com).

The form is attached in PDF format. If you don't have the Acrobat Reader to open the form, you can download it from [www.adobe.com/products/acrobat/readstep.html](http://www.adobe.com/products/acrobat/readstep.html).

Let us know if you have a problem.

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